



**November 2006
FLSA: NON-EXEMPT**

FIREFIGHTER

DEFINITION

Under general supervision, responds to fires, medical emergencies, hazardous materials incidents, rescues and other emergency and non-emergency situations; participates in all other suppression, prevention, inspection, education and related activities to protect life and property; performs fire station maintenance; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision is exercised, however, may provide technical and functional direction to Fire and volunteer staff when performing tasks in the area of responsibility.

CLASS CHARACTERISTICS

This is the working-level class in the fire service series that performs all normal fire suppression, basic medical emergency, hazardous materials and other emergency response activities. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work and requires the ability to perform heavy physical work at potential risk to health and safety. This class is distinguished from Fire Engineer in that the latter drives and operates all fire equipment and apparatus. It is further distinguished from Fire Captain in that the latter is the first supervisory level in this sworn class series.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Responds to fire alarms, delivers all equipment, and implements fire suppression and firefighting techniques to rescue victims and protect private and public property.
- Assumes a designated position on an assigned apparatus and follows command structure instructions for fire suppression or related emergency services.
- Serves within a command structure, requiring adherence to officers' orders in life threatening situations.
- Responds to structural fires, and performs search and rescue operations to remove persons from burning structures, and fire suppression techniques as appropriate; lays, connects, charges and uses supply lines and various water appliances to control and extinguish fires; places water curtains and performs ventilating and access maneuvers; uses foam and chemical extinguishers as required by the nature of the fire; operates fire streams as directed; raises and climbs ladders; ventilates roofs and windows; operates fire pumps.

- Operates all types of portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment, emergency medical equipment, and other firefighting and medical equipment as required.
- Performs salvage duties at fire scenes by placing salvage covers, sweeping, vacuuming up water, and removing debris.
- Obtains and preserves evidence at a fire scene, and participates in determining fire origin and cause.
- Inspects building structures to ensure code compliance, explains City fire codes and fire prevention policies and procedures to the general public, and prepares complete and accurate reports of inspection activities as required.
- Responds to emergency medical calls, and administers advanced first aid and/or basic life support as appropriate, including assessing patients, CPR, resuscitation, operating automated external defibrillator, rescue breathing, administration of oxygen, recording vital signs, and other related medical treatments as appropriate.
- Responds to emergency rescue calls, including auto accidents requiring extrication, search and rescue, gas system leaks, confined space rescues, and rope rescues.
- Performs overhaul operations to ensure the complete suppression of fire.
- Responds to a variety of alarms and follows established procedures to investigate.
- Maintains fire equipment in a clean and operable condition, including performing daily equipment checks, and repairing damaged equipment as necessary.
- Ensures the use of appropriate firefighting safety apparel and equipment, and follows appropriate safety procedures as required.
- Works closely with other emergency medical staff, public safety, and fire personnel from other agencies, depending upon response situation.
- Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazard to the community, implementing containment plans, and protecting fire personnel and civilians from exposure to chemicals.
- Responds to man made and natural disasters, including fires, floods, earthquakes, crash rescues and other catastrophic events, including providing medical assistance and removing persons from harmful structures or exposure to fire, smoke, adverse weather conditions, and harmful materials.
- Maintains an awareness of other Fire personnel on detail for the purpose of protecting other Firefighters' lives as necessary.
- Participates in Fire drills.
- Makes verbal and written analyses of activities involved in any fire emergency situation.
- Performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including training in fire suppression, emergency medical training, hazardous materials, vehicle extrication, technical rescues, equipment use and maintenance, and other related functions.
- Operates and maintains a variety of fire vehicles, apparatus, and equipment on a training basis.
- Performs physical fitness training to maintain physical abilities necessary for firefighting.
- Maintains station and personal living areas in a clean and orderly manner, and maintains surrounding grounds to ensure a safe and pleasant environment for fire personnel and the general public.
- Participates in a variety of public awareness activities to promote good public relations and fire safety awareness, including providing tours of fire facilities and giving presentations at local schools as requested.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of fire suppression, containment, rescue, clean-up and salvage.

- Principles and practices of providing emergency medical care at the EMT level.
- Practices and techniques of hazardous materials response, containment and clean-up.
- Geography of the City, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels.
- Techniques of first aid and CPR.
- Applicable Federal, State, and local laws, codes and ordinances.
- The operation and maintenance of a variety of fire services vehicles, equipment, and facilities.
- Safety practices and equipment related to the work.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Perform fire suppression and associated rescue and salvage work in a safe and effective manner.
- Apply the mechanics of fire fighting and emergency medical care at an EMT level.
- Deal with hazardous materials incidents in conformance with department procedures.
- Make sound, independent decisions in emergency situations.
- Learn the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade. Some college-level coursework in fire technology or a related field is desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- State of California Emergency Medical Technician I Certificate.
- State of California Firefighter I Certificate.

In addition to the above, employees are required to obtain within the twelve (12) month probationary period:

- Valid California class B driver's license.

- ETAD Certificate.
- Medical Examiners Certificate (CDL).
- Hazardous Materials First Responder Operations Certificate (FRO).
- Hazardous Materials First Responder Operations Decontamination Certificate (Decon).

PHYSICAL DEMANDS

Must possess mobility, physical strength and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders; vision to discern colors and assess emergency situations, including medical incidents, to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees are required to work 24-hour shifts, as scheduled by the department.